OZAUKEE COUNTY TREASURER



Email: stretow@ozaukeecounty.gov

ADMINISTRATION CENTER 121 WEST MAIN STREET P.O. BOX 994

PORT WASHINGTON, WI 53074-0994

Website: www.co.ozaukee.wi.us

Phone: Local (262) 284-8280

Metro (262) 238-8280

Fax: Local (262) 284-8373

Metro (262) 238-8373

Tax Bill Text/Email Notification Program Instructions

Welcome! This tutorial will aid you in the steps necessary to complete to signing up for, changing for, or unsubscribing from the Ozaukee County Text Message/Email Notification Program. With this program, you are able to receive notifications on certain events pertaining to property taxes. This is a **FREE** service to you (Data and messaging rates may apply. Check with your device provider.) There are 4 types of messages you can opt to receive:

- 1. Tax Bill Available.
 - This will notify you when your tax bill is published on the website located at: https://www.ascent.co.ozaukee.wi.us/LandRecords/
- 2. Tax Bill Payment Received.
 - This will notify you after 24 hours of a payment received within the Ascent Land Records Suite. This is very beneficial to those of you who have an escrow pay your tax directly.
- 3. Tax Bill Installment Payment Due.
 - This will notify you of a full payment or installment payment due to 10-20 days before the due date.
- 4. Taxes are Delinquent.
 - This will notify you a tax bill becoming delinquent 24 hours after it is marked delinquent.

Sign-Up for Tax Bill Text/Email Notification Program Instructions(cont.)

Signing up is fast, secure, and free!

- 1. Go to: https://www.ascent.co.ozaukee.wi.us/AscentNotifications/index.html
- 2. Enter your first and last name.
- 3. Enter your cell phone number (no dashes).
- 4. Enter your email address
- 5. Click "Subscribe".
 Please Subscribe Text and Email Notifications



- 6. You will then be asked to agree to receive a security code and agree to signing up by entering in that code sent to your cellular device as a text message or directly to your email as a confirmation email. (Hint: If you do opt for having it sent to email and do not see it, please check your spam folder).
 - IF YOU CHOOSE TO RECEIVE YOUR VERIFICATION THROUGH TEXT MESSAGE DIRECTLY TO YOUR CELLULAR DEVICE, THE CODE WILL COME FROM PHONE NUMBER 262-714-7496
 - NOTE: If the confirmation is sent to your email, you will be brought back to the home screen. Check your email, open the confirmation email and click "Confirm" to be brought to the homepage to log in again.

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Thank you for subscribing to the Ozaukee County Text and Email Notification System! Before you can select tax parcels for notification, you will need to agree you signed up for this service by confirming an email or text sent to your subscription address.							
TEXT		EMAIL		EXIT			

click/tap "Verify".

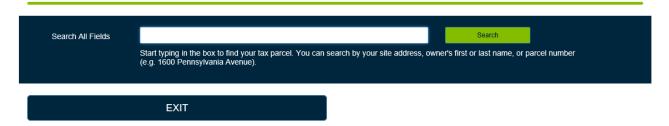
Verify Confirmation Code

A confirmation code was sent to your mobile device. Enter it in the field below.					
·					
VERIFY	EXIT				

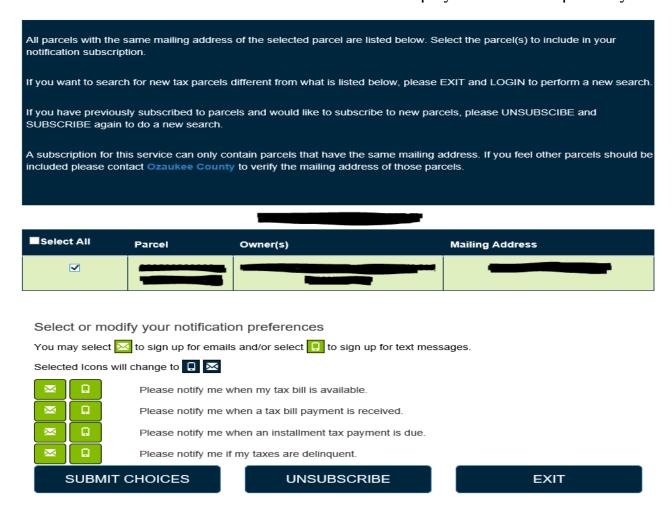
Sign-Up for Tax Bill Text/Email Notification Program Instructions(cont.)

- 8. On the next screen, enter your first and last name OR your site address OR your parcel number.
 - If you are searching by parcel number, please DO NOT use dashes or dots.
 - NOTE: For Owners of Multiple Parcels, use your name to locate all parcels owned by you. The ownership name must be THE SAME per parcel. Please make sure your mailing address is the SAME for all parcels as well.
 - For questions or assistance, please contact the Ozaukee County Treasurer's Office at 262-284-8280

Welcome Find and select tax parcels for notification



9. Select or Select All from the information that displays for all of the parcels you own.



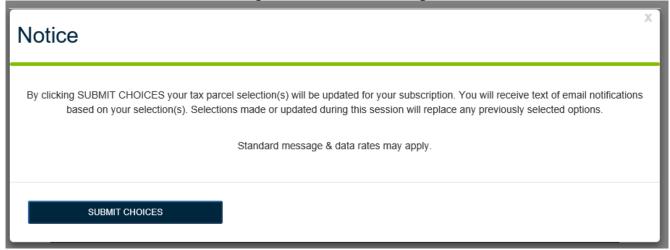
Sign-Up for Tax Bill Text/Email Notification Program Instructions(cont.)

10. Select the green and boxes indicating email and text message for all notifications you would like to receive. The icons will turn blue indicating you have selected them.

11. Click/Tap "Submit Choices".

SUBMIT CHOICES

12. Read the Notice and Click/Tap "Submit Choices" again.



CONGRATULATIONS! You have just signed up to receive notifications about property tax bills! If you have any questions, please call the Ozaukee County Treasurer's Office at 262-284-8280 or email us at treasurer@co.ozaukee.wi.us.

Unsubscribe/Change Tax Bill Text/Email Notification Program Instructions

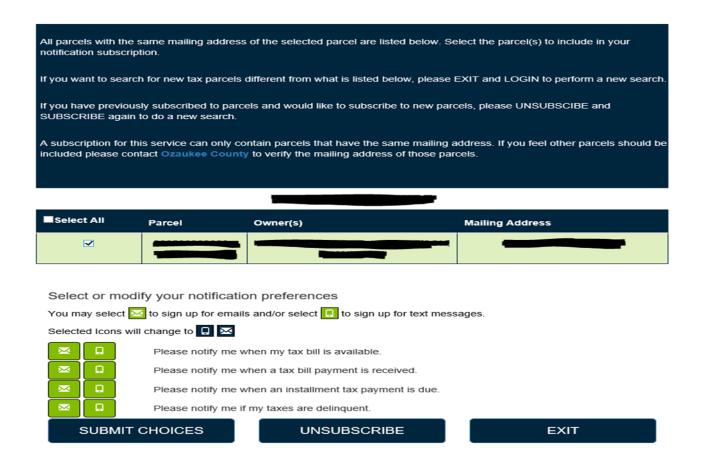
To Unsubscribe/Change text/email notifications:

1. Enter your first and last name, 10-digit phone number, and email address and click/tap "LOGIN". NOTE: You must enter all information before logging in.

Please Subscribe Text and Email Notifications

Your Name					
Full Name					
Cell Phone Number					
10 digit number no dashes					
Email					
Email Address					
SUBSCRIBE	LOGIN				
The Ozaukee County Text and Email Notification System service sends automated notifications which may include that a tax bill has been created, a payment has been received, or a payment has not been received.					
By clicking subscribe you agree to the Terms and Conditions set out by this agreement and that standard message & data rates may apply.					
Please contact Ozaukee County for questions regarding this service.					

2. You will be on your parcel screen.



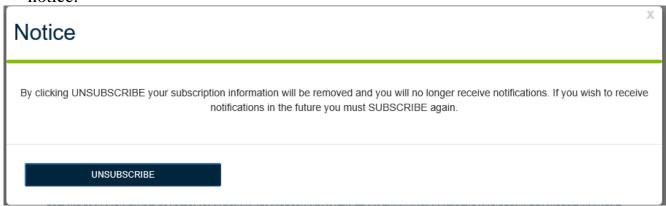
<u>Unsubscribe/Change Tax Bill Text/Email Notification Program Instructions</u> (cont.)

3. Select the blue-filled icons to turn them green again and click 'Submit Choices'.

4. To fully unsubscribe, click the "Unsubscribe" button.

UNSUBSCRIBE

5. Confirm you are unsubscribing by clicking/tapping the "Unsubscribe button in the notice.



You are now unsubscribed. We are sorry to see you go but you are welcome back anytime! Just follow the instructions to sign back up or call/email for assistance! 262-284-8280 or treasurer@co.ozaukee.wi.us.